

CERAP ADVISORY COMMITTEE

Minutes for October 10, 2019; 1:30 PM – 3:00 PM

Attending in person (Chicago); Dianne Scruggs, Tierney Stutz, Janet Ahern, Stefanie Polacheck

Attending in person (Springfield); Dustin Frevert

Attending by phone; Diane Moncher, Joan Pernecke, Tami Fuller, Brenda Lindsey

Meeting called to order at 1:33 PM with approval of minutes from the April 12^h, 2019 meeting.

Stefanie opened discussion of the meeting and explained the Open Meetings Act and bylaws with the group. Stefanie stated that these are covered under rule 428. Stefanie further explained to the group that in order to vote by phone or videoconference meetings from member's offices, that this must be written into the group's by-laws.

Tami led the group through a walk-through of the Attorney General's May 19, 2019 report. The Attorney General questions if the group has been measuring validity and reliability when completing past annual research projects.

Also, in this report, it states that CERAP training procedures should be written into procedures. The group discussed how CERAP training is a part of the foundations training that all new investigators must go through and be CERAP certified prior to taking cases. Dianne suggested that the group should produce documents to show that CERAP training is covered in Foundations training.

Tami spoke to the group to understand how to measure validity and reliability. Tami explained the commonly used tools that are used to measure each of these categories.

Tami explained that the best tool to measure reliability for this group's purpose is inter-rater reliability. Inter-rater reliability is used when a person would want to determine if separate individuals end at the same result after completing the same CERAP.

Tami also explained the different tools used to measure validity. Tami explained that the group has previously used the predictive tool to measure validity.

The group agreed that the Attorney General's comments regarding CERAP training should be addressed separately from this year's annual research project.

Tierney advised the group that all staff, public and private, are currently going through a safety reboot training. Tierney stated that she would contact the office of training and professional development to ask if the safety-reboot training could be used for inter-rater reliability for assessing the reliability of the CERAP tool.

The group next discussed by-laws and membership. Each member of the group is to send information to Dianne regarding any candidates as potential new members to the group. Further discussion will be needed as to the number of members that should be included in this group and then added to the by-laws.

Dianne also recommended adding to the by-laws having 2 videoconference meetings and 2 teleconference meetings each year.

Dates for the 2020 meeting schedule were discussed. The group agreed on the following dates;

January 10, 2020 from 1:30 PM to 3:00 PM.

April 3, 2020 from 1:30 PM to 3:00 PM

July 10, 2020 from 1:30 PM to 3:00 PM

October 9, 2020 from 1:30 PM to 3:00 PM

Meeting adjourned at 3:05 PM.